

The Catalyst for Success

Confidence building
programs promoting good
manners & civility.



PRESENTED BY:



School Programs

Now is the time to build the social skills needed for success now and in the future.

Our programs are designed to build the confidence children and teenagers need to handle every situation with ease. Everyone has experienced awkward moments of uncertainty. Understanding the etiquette rules that help us navigate social situations successfully is critical to building confidence and self-esteem.

Our programs promote what we like to call:

The 4 R's

- Respect for self
- Respect for others
- Respect for property
- Responsibility - Take it!

Give your students the gift that will last a lifetime.



Did you know?

85% of a person's ability to succeed in the working world is based on social skills while only 15% is based on technical ability.

Benefits to your school

- Encourages civility and respect
- Fosters environment for learning
- Decreases bullying
- Enhances curriculum
- Builds confidence & self-esteem
- Cultivates relationships
- Improves communication
- Promotes family values
- Attracts new students

P A G E

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SCHOOL ASSEMBLIES

Choose from three topics for your next school assembly. They may be conducted during the school day or in the evening. Parents are welcome to join these activity packed, hands-on sessions designed for a large audience of various ages. Perfect as a PTA or Home & School activity.

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PROGRAMS

Choose from several programs designed for specific age groups. The programs may be presented in a series of one-hour sessions or as a half-day enrichment program. Our programs may be conducted during the school day or as an after-school program.

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STAFF TRAINING

Two training sessions are offered to teachers and staff. The first is a two hour training session designed to model and reinforce social skills in the classroom. The second is a customized training session designed to develop a culture of excellence during interactions with colleagues, parents, and students. Call for additional details.

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FUNDRAISERS

Here's a unique way to raise funds for your school while building invaluable life skills for students. Our popular Cotillion Program (a series of dance and etiquette) is just one of the programs we offer as a fundraiser. We do all the work for you. We supply the promotional material (which may be customized) and the program. It's never been so easy and fun to conduct a fundraiser for your school.

SCHOOL ASSEMBLIES

Assembly Length: 1 hour

Audience Size: 30-75

Includes: Tip Cards

Audience Groups:

Grades K-3, Grades 4-6, Grades 7-12

Classroom Civility Assembly

This assembly focuses on respect: respecting others and looking for opportunities to do the right thing. Students will learn how to handle classroom situations with confidence.

Students (parents are welcome to join) will experience the Classroom Civility Challenge.

The challenge:

- Help new students feel welcome.
- Be kind to those who are left out.
- Greet students and adults
- Treat students, teachers, & staff with respect.
- Display good manners in the cafeteria.
- Use positive language and communication.
- Remember kindness on the bus, at recess, and on field trips.
- Show good sportsmanship.
- Use the “magic” words often.
- Use positive body language.



“Civility costs nothing and buys everything.”

—MARY WORTLEY MONTAGUE



“Manners
are a sensitive
awareness of the
feelings of others.”

—EMILY POST

Manners on the Move Assembly

This Assembly promotes and encourages good manners in public settings.

Students (parents are welcome to join) will learn how to handle situations with confidence while out and about. Students will learn the **PUBLIC** steps to manners.

Parties & events

Understand others' perspective

Busses, trains, & planes

Leave things better than found

Impress with kindness

Cell phones & other electronic media

Everyday students spend time in public. These “manners on the move” moments give opportunities to have positive interactions with people they know and don’t know. Students will gain an understanding of appropriate behavior and the value of treating others with respect.

Everyday Etiquette Assembly

This Assembly focuses on using good manners and showing respect in everyday activities.

Students (parents are invited) will learn the 5 S’s to Everyday Etiquette.

They are:

1. Saying hello
2. Sending thank you’s
3. Showing kindness
4. Speaking with confidence
5. Surviving mishaps

Handling everyday situations is the key to building confidence.

- How do I talk to my parent’s friends?
- What do I do if I break something at my friend’s house?
- I said thank you to my teacher for giving me extra help. Do I need to send a thank you note too?



PROGRAMS

Program lengths: 2-5 hours

Note: Program length depends on the program chosen. Each program may be customized to fit your scheduling needs.

Audience Groups:

Varies depending on program chosen

Audience size: 20-75

Includes: Reference Manual



Cotillion Program

GRADES 6-12

Cotillion is a series of ballroom dance and etiquette training. This program is a 5 week program consisting of 2 hours each week.

Our cotillion program offers a unique blend of contemporary social training along with traditional ballroom dance instruction.

The program covers:

- Greetings/Introductions
- Verbal and non-verbal communication
- Social media
- Social skills
- Dining etiquette
- 4-5 popular ballroom dances

Ballroom dance encourages youth to interact in an appropriate, healthy environment where respect for self and others is encouraged.

A final ball will include a 3-4 course meal. Parents and staff are invited to attend.

Social Media Makeover

GRADES 6-12

This is a 2-hour program designed to address the ever changing social media environment. Youth connect and communicate through various social media more than face-to-face interaction. Social media have become a part of daily life and many use it without stopping to think of the effects on their lives. Understanding the benefits and negative aspects are extremely important.

This program covers:

- On-line reputation
- Opportunities for good
- Appropriate posts/pictures
- Safety
- Respectful and responsible behavior
- Types of social media
- Social skills/manners
- Possible viewers - future schools, employers



Dining Etiquette Program

GRADES 4-12

This is a 3-4 hour program designed to fit your scheduling needs. Great for in-school enrichment or after-school activity.

Confidence at parties and dinners relieves the worry and embarrassment of potential dining mistakes and makes the event far more enjoyable for everyone. No longer will students feel intimidated by fine china or crystal!

The program covers:

- Place settings
- Proper napkin etiquette
- American & Continental style of eating
- How to eat soup
- Posture at the table
- Buffet meals
- Dining out
- Dining do's and don'ts
- History of dining traditions

Social Skills Program

GRADES 4-12

This is a 3-4 hour program designed to fit your scheduling needs. Great for in-school enrichment or after-school activity.

Good manners are only of true value if they become a practiced part of life. Social skills training will boost confidence and give students the edge needed for future success.

The program covers:

- Greetings/Introductions
- Remembering names
- Verbal and non-verbal communication
- Etiquette of public places
- Attending plays, concerts, movies
- Thank you notes
- Acts of kindness



“The smallest act of kindness is worth more than the grandest intention.”

—OSCAR WILDE

First Impressions Program

GRADES 4-12 Young Ladies Only

This is a 2-hour program specifically designed for young ladies. This is a confidence building program with role-playing and interactive activities.

It only takes five seconds to make a first impression. No one gets a second chance to make a first impression.

The program covers:

- Body language
- Personal grooming
- Clothing choices
- Poise and posture
- Vocal quality
- Greetings/Introductions
- Verbal and non-verbal communication
- Attitude
- Acts of kindness



Party Savvy Program

GRADES 4-12

This is a 2-hour program that addresses the most challenging obstacles that get in the way of feeling confident at social gatherings.

This fun and interactive program ends with a party of cake and punch.

The program covers:

- Host/hostess duties
- Planning a budget
- Sending invitations
- RSVP's
- Greetings & introductions
- Guest responsibilities
- Clothing choices
- Verbal and non-verbal communication
- Social media
- Gift giving/receiving
- Working a buffet table
- Thank you notes



Interview Skills Program

GRADES 8-12

This 3-hour program was developed to give youth the necessary skills to handle any interview with confidence.

Whether the interview is for acceptance into high school or college, or to land that summer job, knowing what to do will determine the success of the interview.

The program covers:

- Resume writing
- Initial contact (phone/letter)
- Preparations (questions/research)
- What to wear
- What to bring
- Arrival at destination
- How to greet the interviewer
- Verbal and non-verbal communication
- Follow-up

Manners Matter Programs

GRADES K-3

These three interactive programs are stand-alone or a series of programs for K-3rd grade. Students are engaged in activity-packed sessions that promote confidence, self-esteem, respect, and kindness.

Let's Meet & Greet - 3 hours

- Greetings & introductions
- Non-verbal conversation
- Conversation skills

Out & About - 3 hours

- Using magic words
- Sharing
- Using doors, escalators, elevators
- Attending public events

1, 2, 3, It's Time to Eat - 3 hours

- Setting the table
- Using the napkin properly
- Passing food correctly
- Using magic words
- Proper way to use utensils
- Dining Do's & Don'ts



STAFF TRAINING

Social Skills in the Classroom:
2 hour training session.

Journey to Excellence: Customized training session - Length of time depends upon specific needs.

Audience:
Teacher/Staff/School Volunteers

Includes: Reference manual

Myers Briggs Type Indicator (MBTI)

Assessment: Great tool to better understand colleagues, parents, and students in order to build positive relationships. Contact us to learn more.

Social Skills in the Classroom Training

Teaching students manners and civility in the classroom requires daily reinforcement in order for these important lessons to become a habit.

This two-hour training session equips teachers and staff with the tools needed to encourage good manners.

Training session includes:

- Role-playing scenarios
- Games and activities for the classroom
- Lunch time etiquette
- Greeting students and parents
- Positive verbal and non-verbal communication
- Tools to include social skills in the classroom



“Tell me and I forget, teach me and I may remember, involve me and I learn.”

—BENJAMIN FRANKLIN

“Do what you do so well that they want to see it again and bring their friends.”

—WALT DISNEY

FUNDRAISERS

Journey to Excellence Training

Our world-class customer service training program is essential in today's competitive climate. This is a customized program lasting from 1-6 months. Through assessments and evaluations, we customize a program that transforms your school culture into one of excellence where your parents become your marketing team.

Becoming a school with a reputation of superior instruction along with positive service creates a stellar atmosphere that fosters civility, learning, and success.

Training session includes:

- Creating a service vision
- Building positive relationships with colleagues, parents, students
- Positive verbal & non-verbal communication
- Professional dress
- Greetings and introductions
- Telephone do's and don'ts
- Daily meetings
- Service failures & how to overcome
- Creating loyal students & parents

Are you looking for a unique fundraiser for your school?

Would you like to provide programs that build invaluable life skills while generating income?

Choose any of our programs and we'll work with you to customize it to fit your fundraising needs. Our most popular fundraising program is the Cotillion program. Our experts have been conducting cotillions and social skills programs for over fifteen years.

Let us work with you to generate income while promoting family values and civility. We do all the work for you by providing promotional and marketing material. Fundraising has never been so easy and fun!





Contact us to set-up an appointment
or for additional information:

[Hello@TheMannersLab.com](mailto>Hello@TheMannersLab.com)

www.TheMannersLab.com

301-580-7780

The Manners Lab is a fun and unique school designed to teach children and teens manners and etiquette. The Manners Lab is the youth division of Christine Chen Consulting, a consulting firm dedicated to providing protocol, etiquette, and customer service programs to businesses, corporations, health care facilities and universities since 1997.

Christine Chen is the President and Founder of The Manners Lab. Ms. Chen has a passion for working with children and has taught thousands of children the importance of kindness and respect through manners instruction. Professionally trained by The Protocol School of Washington, she has a clear understanding of the ever-changing rules of etiquette in today's society. As a graduate from the Cappa Chell Finishing School, she brings expertise in the area of making the first impression that counts. With a degree in Organizational Management and as

a certified practitioner of the Myers Briggs Type Indicator assessment, Ms. Chen brings out the importance of understanding the need for positive relationships.

Ms. Chen has published articles in various magazines nationwide, and as a guest writer and monthly contributor. She has also been featured on It's Your Biz Radio with Susan Solovac, FOX 5 DC, CNN, News Channel 8 Let's Talk Live. Working closely with an MTV producer, she produced a social skills video for teenagers, The Contest.

Contact us for additional information, to schedule a program, or to invite Ms. Chen to speak at an event.

